

## MEMORANDUM

TO: All Superintendents and Charter School Sponsors

FROM: Patty S. Bond, Director  
Division of School Finance

SUBJECT: 2004-2005 Prime Time Data Sheet

DATE: August 23, 2004

Please find enclosed the Prime Time Data Sheet for the 2004-2005 school year. Information on the Data Sheet should reflect class enrollments and staffing assignments as of September 17, 2004.

The method for collecting Prime Time data for the 2004-2005 school year will be through the secured Application Center. School corporations will have an opportunity to submit a file under the "Data Transfer" menu, review the processing results of the file for errors, and review the Prime Time Data Sheet in the Message Center for accuracy. Alternatively, a data entry form will be available under the "Data Transfer" menu and will also produce the Prime Time Data Sheet. The data are due in our office no later than October 1, 2004. A signed copy of the Prime Time Data Sheet must also be submitted no later than October 1, 2004.

The Application Center is a secured site requiring a user id and password. If you need assistance with the Application Center, please refer to the website at:  
<http://www.doe.state.in.us/stn/welcome.html>.

We also ask that the person(s) responsible for submitting the data complete the Central Point of Contact (CPC) information to permit acknowledgement of receipt and to provide e-mail contact(s) to resolve any questions. Directions for completing the CPC for each school corporation can be found at: [http://www.doe.state.in.us/htmls/doe\\_cpoc.html](http://www.doe.state.in.us/htmls/doe_cpoc.html).

School corporations should report individual classroom counts for the four Prime Time grades (K, 1, 2, and 3). Please report the **actual number of students, teachers and aides in the classroom on Part II** of the Data Sheet. The Part I totals should equal the sum of Part II for each grade level except kindergarten. **On Part I of the Data Sheet kindergarten students should be counted as '.5 ' ADM (regardless of whether your corporation operates a full-day or half-day kindergarten program). The Part I Kindergarten totals should equal one-half of the Part II sum.**

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Kindergarten teachers are counted as '.5 ' in Part I of the Data Sheet for each section that they teach and as '1' in Part II. Part II should reflect what the actual classroom resembles; 18 students, 1 teacher, and 1 aide. Prime Time instructional assistants should be reported as '.5 ' or '1' depending on their classroom assignments. A kindergarten instructional assistant who works with one teacher should be reported as '.5 ' in Part I for *each section in which they work* and '1' on Part II of the Data Sheet. An assistant assigned to a teacher on a half-time basis (a minimum of 2.5 hours) should be reported as '.5 '. An assistant assigned to one teacher who works on a full-time basis (5 hours or more) should be reported as '1'. **Only one Prime Time assistant may be assigned to a classroom at any given time and may work with not more than two teachers.**

During the past few years, as pull-out programs, such as Reading Recovery, have become more prevalent, schools have had questions regarding the use of pull-out teachers in their Prime Time counts. Under I.C. 21-1-30-1 and 511 IAC 1-8, the Prime Time program was established to provide funding to public schools as a means of encouraging lower pupil/teacher ratios in kindergarten through grade three. While such teachers or aides may have involvement with a few students benefiting from a Prime Time classroom, their involvement does not benefit the whole class or lower the pupil/staff ratio of the classroom. **Teachers teaching Reading Recovery and other pull-out programs are not to be included in your Prime Time counts.** Prime Time aides are to be used to assist the classroom teacher, not to assist the pull-out teacher. In addition, the State Board's rule specifically excludes teachers in "specialized areas" such as art, music, physical education, and special education from being counted as Prime Time teachers.

Many schools have expressed difficulty in reporting classroom data for multi-age classrooms. Students in multi-aged classrooms should be counted as '1' and the teacher and aide prorated to reflect the proportion of students in that grade. For example, a teacher who teaches a first/second grade class with 12 first graders and 6 second graders would be counted as '.67 ' for the first grade and '.33 ' for the second grade.

If you have questions concerning Prime Time funding please contact us at our toll free number (866) 234-1414 or at (317) 232-0840.

PSB/dh  
Attachment